

## SECTION 2.0 - SCOPE OF SERVICES

### 2.1 INTRODUCTION/BACKGROUND

#### **Data Collection/ Housing Market Analysis**

The consultant will review the existing conditions of the affordable/workforce housing stock in Miami-Dade County. A housing market analysis will be performed in order to identify affordable/workforce housing needs through the year 2020. The housing market analysis will include an analysis of housing stock and financing mechanisms available but not currently used in Miami-Dade County. Data shall be delivered in a report format along with G.I.S maps depicting the findings.

#### **Goal and Objectives**

Based on the outcome of the data collection/housing market analysis, the Consultant will work with various community stakeholders to develop goals and objectives for the Housing Master Plan and Housing Summit. These goals and objectives will be furthered during the Housing Summit and documented in the Final Master Plans

#### **Facilitation of Housing Summit**

The consultant will facilitate a county wide Affordable and Workforce Housing Summit. The Housing Summit will build awareness and support by various stakeholders for housing and neighborhoods and provide diverse community input to the planning process. The consultant will design the program, assist the County in identifying the key stakeholders to participate, facilitate the housing summit and prepare a written report documenting the Housing Summit. Additional public involvement including neighborhood workshops and focus group meetings may also be required.

#### **Physical and Strategic Master Plans**

Consultant will prepare an Affordable Housing Master Plan identifying target locations countywide to provide affordable and workforce housing. This master plan seeks to provide a blueprint for housing and neighborhoods that can respond to changes in sub-market demand in Miami-Dade County. This master plan shall guide development of housing to meet the needs identified in the analysis phase. The master plan will identify opportunities to integrate housing and urban design standards into the housing delivery system. The Strategic Master Plan shall establish benchmarks for best practices in the public and private industry that includes products, cost, production levels, zoning reforms and neighborhood strategies and goals.

#### **Implementation Plan**

The Consultant will prepare an implementation plan that identifies short term and long strategies that provides for directives as to how elements of the master plan

can be implemented. The implementation plan shall have measurable goals that can be updated on an annual basis.

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated.

## **2.2 EVALUATION/SELECTION CRITERIA**

An Evaluation and Selection Committee, appointed by the Chairperson of the Trust, will evaluate and rank all responsive proposals received from the participants. In general, evaluation/selection criteria for the proposals may include several quality criteria and price. The Evaluation/Selection Committee's recommendation will be submitted for the Trust Board's review and consideration.

## **2.3 ORAL PRESENTATIONS**

During the Oral Presentation process, members who submit proposals for the Housing Master Plan consultant may be required to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

## **2.4 NEGOTIATIONS**

The Trust may award a Work Order proposal process on the basis of initial offers received, without discussions. However, the Trust reserves the right to enter into negotiations with the selected Proposer. If the Trust and the selected Proposer cannot negotiate a successful agreement, the Trust may terminate said negotiations and begin negotiations with subsequently selected Proposer. This process will continue until a Joint Venture agreement has been executed or all Proposals have been rejected. No Proposer shall have any rights against the Trust arising from such negotiations

**Miami-Dade County Executive Regulation on  
ADMINISTRATION OF THE  
GENERAL OBLIGATION BOND (GOB) AFFORDABLE  
HOUSING UNIT PROGRAM  
Miami Dade Housing Agency**

**Summary: This regulation establishes procedures for the  
administration of the GOB Housing Initiative Program  
by the Director of the Miami-Dade Housing Agency.**

**Section 1 - Background Information**

**Section 2 - Procedures**

**2.1 Use of Funds:**

The principal use of the Miami Dade GOB Housing Initiative is to construct new housing units. Funds appropriated or allocated to or otherwise contributed or dedicated to the Housing Initiative may be expended or committed by the County Manager for any of the following purposes:

1. Construct new affordable housing units;
2. Acquire land upon which affordable housing may be constructed;
3. Buy and rehabilitate/renovate existing rental units that might otherwise be removed from the supply of affordable housing;
4. Participate with non-profit and for-profit sponsors of projects containing affordable housing in mixed income developments.
5. Make loans for the development or rehabilitation of housing that will enhance the affordability of some or all of the units; and

**2.2 Limitation on Uses of Funds:**

The Uses of Funds from the Housing Initiative, as outlined in Section 2.1 of this regulation, are limited as follows:

1. No more than 20 percent of the Housing Initiative funds appropriated in any fiscal year may be spent on activities other than the acquisition of land for new affordable housing construction or on activities which result in the construction of new affordable housing, unless specifically authorized by the County Manager.

**2.3 Submission of Proposals**

Proposals for the use of funds from the Miami-Dade GOB Housing Initiative Program may be submitted in writing in such form as may be required and sent to:

Director  
Miami-Dade Housing Agency  
1401 N.W. 7<sup>th</sup> Street, Room \_\_\_\_  
Miami, Florida

2.4 Evaluation of Proposals:

The County, in reviewing proposals for the use of funds from the Miami-Dade GOB Housing Initiative Program, must take into consideration the following:

1. Existing commitments for the use of these funds;
2. The existence and expectation of funds projected to be available in the program;
3. The priority of need for serving the proposed population group and the characteristics of the proposed program;
4. The limitations on the use of Housing Initiative funds listed in Section 2.2 above;
5. The degree to which the proposed use will further the housing policy goals of Miami-Dade County;
6. Suitability of the location and site for the facility;
7. The degree to which the use of program funds will be leveraged by contributions from other public, private, or non-profit sources;
8. The financial strength and track record of the sponsor; and
9. Other factors as determined by the Director of the Miami-Dade Housing Agency.

2.5 Approval of Proposals

The Director of the Miami-Dade Housing Agency may approve the use of funds under this program, disapprove the use of funds, or authorize further negotiation with persons proposing to use funds. When the use of funds is approved, the Director will determine the terms and conditions of the use of the funds and enter into contracts with approved sponsors.

Approved:

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date

Approved as to Form and legality:

\_\_\_\_\_  
County Attorney's Office

\_\_\_\_\_  
Date

**Miami-Dade County  
Miami-Dade Housing Agency  
General Obligation Bond – Affordable Priced Housing Unit  
Program  
Evaluation Checklist for Housing Proposals**

**Threshold Criteria**

To be considered for funding, an applicant must meet the following:

**1. Mission Statement**

- ✚ The project creates new affordable housing units; or,
- ✚ The project protects and preserves existing affordable housing that might be removed from the affordable housing supply; or,
- ✚ The project is in a target area, and/or meets a County priority, identified County community development neighborhood initiative, or a pressing urgent need approved by the Board of County Commission.

**2. Public Purpose**

- ✚ The units assisted with County funds serve households at or below 140% of the area median income.
- ✚ The units have affordability restrictions for at least 30 years.

**3. Financial Feasibility and Financial Need**

The applicant has documented that the financing by the County is necessary for the project. The applicant must submit the following financial information about the project:

- ✚ A well-prepared and sound sources and uses of funds;
- ✚ A 10 or 20 year pro forma showing operating income and costs and the debt coverage ratio;
- ✚ Information on how the property will be managed; and
- ✚ The proposed budget for replacement reserves.
- ✚ For multifamily renovation/rehabilitation to maintain as affordable housing, they must submit, at a minimum:
  - a chart showing the anticipated capital needs of the property for the next 10 years;
  - the current and anticipated replacement reserves;
  - other available financing; and
  - any gap between the anticipated money available to make the repairs and the costs of the repairs.

**4. Development Team Capacity**

The applicant has provided documentation that demonstrates that the development team has the capacity to carry out the proposed project. Expect to see: information on completed projects, years in service, work done on similar projects.

**5. Leveraging**

The applicant is asking the County to provide no more than 25% of the total costs of the project, if the applicant is a nonprofit sponsor, or, if the applicant is a for-profit sponsor, they are requesting no more than 25% of the total costs.

**6. Market Feasibility**

The applicant has documented the market feasibility of the proposed project.

**7. Site Control**

A specific site is identified and the applicant must have options for controlling the site, or already controls the site.

**8. Land Use and Zoning**

The proposed project meets applicable zoning and land use requirements, or evidence has been presented that shows that applicable requirements will be met.

**Miami-Dade County  
Miami-Dade Housing Agency  
General Obligation Bond – Affordable Priced Housing Unit  
Program  
Funding Guidelines for Housing Proposals**

The following issues will be assessed and serve as a guide to the Department when making funding decisions:

**1. Mission Statement**

The proposal is consistent with the funding program's mission statement

- ✓ The project creates new affordable housing units; or,
- ✓ The project protects and preserves existing affordable housing that might be removed from the affordable housing supply; or,
- ✓ The project is in a target area, and/or meets a County priority, identified County community development neighborhood initiative, or a pressing urgent need approved by the Board of County Commission

**2. Public Purpose**

The units assisted with County funds serve households at or below 140% of the area median income.

**3. Neighborhood Needs Assessment**

Does the proposed project meet the needs of the neighborhood and geographic considerations?

**4. Financial Feasibility and Financial Need**

The applicant has documented that the financing by the County is necessary for the project. The project will require a one-time infusion of funds.

**5. Leveraging**

The County will be providing no more than 25% of the total costs of a project, and the per unit subsidy is reasonable.

**6. Cost Reasonableness**

The budget line items and the price per unit are reasonable.

**7. Total Government Request**

All Government resources in the deal, including Federal funds, State funds, County funds and County-backed bonds, are appropriate and necessary.



**8. Project Design**

The project is well designed and feasible. The amenities being proposed are appropriate.

**9. Physical Assessment (Renovation)**

For renovation of existing buildings to maintain affordability, the proposed work will meet physical repair needs of the building and improve operating costs, and the level of renovation proposed is appropriate, adequate, and feasible.

**10. Market Feasibility**

The applicant has documented the market feasibility of the proposed project. The proposed amenities are feasible and appropriate.

**11. Readiness to Go**

The project has the necessary financing, zoning, and site control approvals.

**12. Community Support**

The Department has received indications of community support for the project.

**13. Support Services**

If applicable, the proposed support services are appropriate.

The following aspects have been confirmed:

**1. Development Team Capacity**

Does the development team have the capacity to carry out the proposed project?

**2. Land Use and Zoning**

The proposed project meets applicable zoning and land use requirements.

**Miami-Dade County  
Miami-Dade Housing Agency  
General Obligation Bond Affordable Priced Housing Unit Program (APHU)  
Policies and Procedures for the Resale of APHUs**

All Affordable Priced Housing Units have a control period of 30 years. This information can be found in the documents you signed when you executed the contract and closed on your APHU. In addition, the control period will be included and recorded with the mortgage.

**A. Resale of an APHU During the Control Period:**

The owner of an APHU who wishes to sell the APHU during the applicable control period must resell the unit to another APHU certificate holder through the APHU program at a resale price determined by the County. The resale pricing policy for each APHU being offered for sale during the applicable control period is described below; this policy applies regardless of when the unit was initially offered for sale by the builder.

The resale price is determined by the initial acquisition price, plus an allowance for the increase in inflation from the date of the initial settlement on the unit through the date of the resale price determination. The owner also receives credit for allowable improvements. No credit will be given for permanent financing costs (loan discount points), buy downs, or improvements not included in the list of compensable improvements dated (Date). The increase permitted for inflation is based upon the Consumer Price Index for the Miami-Dade County area (CPI-U).

The County will allow the payment of a real estate sales commission only if the owner can demonstrate that they were unsuccessful in selling their APHU for a period of 60 days through the MDHA office. The APHU must have been listed in the resale book maintained by MDHA, and advertised on the Department's APHU telephone resale number and website. The owner must obtain written permission from MDHA prior to signing a listing agreement with a real estate agent, in order to include this expense in the resale pricing.

The following is an example of the resale price calculation for a unit sold within the ten-year APHU price and occupancy control period. This example assumes the unit will be sold in 2008:

Initial Acquisition Price in 2006:	\$100,000
Increase in the CPI (15% increase since 2006)	\$ 15,000
Documented Capital Improvements:	\$ 3,000
Real Estate Commission:*	\$ 0
<b>Base Resale Price:</b>	<b>\$118,000</b>
Closing Cost Allowance: (3.5% of Base):	\$ 4,130
<b>Maximum Resale Price:</b>	<b>\$122,130</b>

\*NOTE: To qualify for an add-on of the real estate broker's commission to the sales price, an owner must demonstrate that he has been unsuccessful after a conscientious effort to sell the unit himself by listing the unit for sale in the MDHA office for not less than sixty days.

**B. Resale After the Applicable Control Period Has Expired For APHUs that were first purchased BEFORE (Date):**

If an APUH was initially offered by the builder through the APUH Program before (Date), the owner may sell the unit on the open market after the applicable control period has expired, without restriction on the resale price and with the entire profit going to the seller.

**C. Resale After the Applicable Control Period Has Expired For APHUs that were first purchased AFTER (Date):**

For APHUs that were initially offered by the builder through the APUH program after October, 2036, the owner may sell the unit on the open market for a fair market price once the applicable control period has expired. However, the owner must pay one-half of the excess profit into Miami-Dade County GOB Housing Initiative Fund in order to provide affordable housing units in the future. The County also has the right-of-first-refusal to match the proposed fair market sales price.

The following example shows how the County's portion of the excess profit is calculated. The example assumes an initial purchase price of \$80,000 in 2006, and a current market sales price of \$250,000:

Initial Acquisition Price in 2006:	\$ 80,000
Increase in CPI (25% increase between 2006 and 2036):	\$ 20,000
Documented Capital Improvements:	\$ 5,000
Real Estate Commission (6% of sales price):	\$ 15,000
½ of Transfer Tax & Recording Fee (1.1% of market sales price):	\$ 2,750
<b>Adjusted Base:</b>	<b>\$122,750</b>
<b>Fair Market Sales Price</b> (as shown on sales contract):	<b>\$250,000</b>
Less: Adjusted Base (from above):	<u>\$122,750</u>
<b>Excess Profit</b> (the Difference Between Adjusted Base and the Fair Market Sales Price):	<b>\$127,250</b>
Share of Excess Profit to Owner (50%):	\$ 63,625
Share of Excess Profit to County (50%):	\$ 63,625
<b>Total Proceeds to Seller:</b>	<b>\$186,375</b>
<b>Total Shared Profit to County:</b>	<b>\$ 63,625</b>

In order to calculate the shared profit that will be due to the County upon sale of the APUH, the owner must provide the County with a signed copy of the sales contract as soon as possible after it is signed. In order to receive credit for eligible improvements, the owner must also submit a list of improvements, showing the cost of each item, as well as documentation of the cost (such as receipts or cancelled checks). Finally, the owner must provide the name, contact information, phone and fax number for the settlement attorney.